IMPERIAL COMMUNITY COLLEGE DISTRICT

Major Components of a Grant Proposal

Organizational	Thematic
Title Page Organization's name Address Telephone Project Director Contact Person	
Abstract Include: 1. Project Title 2. Need 3. Objectives 4. Methodology or Procedures 5. Resources, Personnel, Facilities, Uniqueness 6. Budget Hints: Keep it simple, short and precise. Do not use personal pronouns.	**Who is submitting the proposal?** This would be Imperial Valley College **To whom are you submitting? What is it?** State the title of your proposal and give a brief, one sentence description of the proposed project **For whom?** Who will be the benefactors when your proposal is successfully funded? **Why is this project fundable?** What is the need of the project? Why should it be funded? What are the objectives? **How are you going to do it?** Briefly describe the major activities **How much will it cost?** Give a general budget breakdown
Introduction-General Overview Present a clear and concise narrative describing the program proposal. Emphasize the reason(s) this project is important and will be more effective than present or past programs.	**For instance, you may desire to:** • Indicate that the project is aimed at answering a need in education today • Show how the project is an extension of important research or development projects carried out by the writer or others • Show how the project will contribute knowledge
Assessment of Needs The needs assessment symbolizes the justification for the development of a program.	**Needs Data can include:** • Educational records • Tests • Observational studies • Surveys
Goals and Objectives The needs should be used to formulate the general program goals and specific objectives.	**A goal is a focus of accomplishment supported by a series of objectives needed to realize it** • Limit the number of goals and rank them in order of importance • Goals must be: broad, general intentions, intangible, abstract, cannot be validated **An objective is a significant step toward a goal or a precise, measurable time-phased result** • Who is the target group? What they will be doing or receiving? What will be the result? How will you measure the result? • Objectives must be narrow, precise intentions, tangible, concrete, can be validated
Activities Solution procedures or program activities must be developed that	**Develop solution procedures in a clear and d concise manner** • Describe strategies that will be used • Elaborate on the innovativeness of the program

describe your plan to achieve the objectives.	• Focus on procedures, plans for community involvement (partnerships) • Indicate a timeline that portrays when the major activities will take place
Personnel, Facilities and Budget	**Consider:** • Salaries • Fringe benefits • Materials required to implement the program • Outside consultants, if needed • Project Evaluation • Equipment • Indirect Cost
Evaluation Description of the method to be used for evaluating the success of the project and documenting the implementation of the proposed design.	**Design Evaluation** • Monitors and provides a continual flow of information regarding procedural design and implementation **Project Evaluation** • This is tied to the objectives • Include: methods and procedures to be used to evaluate all project components; • Demonstrate how feedback information will be used to improve the program; • Identify the instruments to be used to evaluate the program; • Identify the persons responsible for the evaluation